

"Great - (1) I assume that the Annual Report will  
show the degree various offices utilize these various courses--

(2) I'd like to see a further forward step in advanced  
assignment of students to specific courses--perhaps thru  
Off/Pers's Annual Pers Program exercise--"

WEC

\*attachments retained in O/EXDIR for reference purposes

CLASSIFIED

INTERNAL

CONFIDENTIAL

SECRET

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# ROUTING AND RECORD SHEET

DD/S 72-4334

Executive Registry

72-6017

SUBJECT: (Optional)

New OTR Catalog of Courses

FROM:

EXTENSION

NO.

Director of Training

DATE

16 NOV 1972

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. Executive Director-  
Comptroller  
7E 12 Hqs

11/17

2. *for* DDS

NOTED  
11/21/72

D/TR

HR

4. Great - ① I assume  
5. that the Annual Report  
6. will show the degree  
7. various offices  
8. utilize these various  
9. courses  
10. ② I'd like to  
11. see a further forward  
12. step in advanced  
13. assignment of students  
14. to specific courses -  
15. Perhaps thru Off/Pers  
Annual Pers Program  
exercise

Attached are single copies of both the General and Clandestine Service editions of the new OTR Catalog of Courses, to which I hope you will be able to give some attention and strong continuing support. It embodies two important departures from earlier catalogs:

a. At the request of the Executive Director it has been completely revised to present a basis not merely for satisfying the Agency's needs for immediate functional training, but especially for the planning of career development as appropriate to each component and throughout an individual's career.

b. It is now published in two versions because of the DDP's desire that we hold down distribution of information on courses for the CS. Both editions are being sent to certain officers in the Director's office, to the Deputy Directors, and to the Board of Visitors to the Office of Training, all of whom need to be generally aware of the whole scope of training available. The CS edition will go to all staff and division chiefs and all training officers in the CS; the General edition will go to all heads of offices and all training officers in the other directorates. The editions are identical with respect to all courses generally available to personnel throughout the Agency.

15. \* Attachments retained  
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HUGH T. CUNNINGHAM